

## Appendix 1

For the month of \_\_\_\_\_, \_\_\_\_\_

[illegible]

1. Write your designated work day at the top of the sheet and place dates in upper left hand corner of each square.
2. This timesheet should reflect both hours worked and deviations (as designated below)\* from the regular work day. Explain these deviations by recording the number of hours and the proper code in the appropriate square. (V/3hrs., S/8hrs., TPANR/4hrs., TPO1/2hr., etc.)
3. Complete monthly totals including, when applicable, the totals of overtime earned and comp time taken for the month. (Use the back of this sheet for additional information.)
4. Please sign (*both the judge and reporter*) and submit to the State Court Administrator's office by the **5th** of each month.

\*

(See leave code explanations on back)

V	S	H	OTE	CTT	F	C	M	LWP	TPANR	TPON	
										1	2

**For the month of \_\_\_\_\_ I can be reached at ( ) \_\_\_\_\_**

---

Judge Signature \_\_\_\_\_

**Leave Codes:**

See the Nebraska Supreme Court Personnel Policies and Procedures handbook for the following leave explanations:

V=Vacation  
F=Funeral

S=Sick  
M=Military

H=Holiday  
C=Civil

**Other Codes:**

OTE=Overtime Earned      CTT=Compensatory Time Taken      LWP=Leave Without Pay  
TPANR=Transcript preparation/attendance not required  
TPON=Transcript preparation/on site  
(1) Judge request (§ 1-203(A))  
(2) Other party request (§ 1-203(B) and (C))

**Code Definitions:**

**OVERTIME EARNED (OTE)** - Time worked in excess of the designated work week. Paid leave time (vacation, sick, etc., with the exception of holiday leave), time when the reporter's presence is not required, and leave without pay for freelance work, shall not be considered as hours worked. An employee must work, not just get paid for, 40 hours of required work during the designated work week before any time can be considered as overtime.

**COMPENSATORY TIME TAKEN (CTT)** - Time taken off from work, earned at a time and one-half basis, as a result of overtime (as defined above).

**LEAVE WITHOUT PAY (LWP)** - Time taken off during the designated work day required to engage in freelance activity other than transcription preparation pursuant to § 1-203(B) and (C).

**TRANSCRIPT PREPARATION/ATTENDANCE NOT REQUIRED (TPANR)** - Any time spent during the normal working hours as described in § 1-211(B)(3)(ii) engaged in the preparation of transcription pursuant to § 1-203(B) and (C).

**TRANSCRIPTION PREPARATION/ON SITE AND ATTENDANCE REQUIRED (TPON)** - Any time spent during the normal working hours as described in § 1-211(B)(3)(i) engaged in the preparation of transcription pursuant to § 1-203(A), (B), or (C).

Note: Include either (1) or (2) below when recording this code:

- (1) Judge request (§ 1-203(A))
- (2) Other party request (§ 1-203(B) and (C)).

**Other Information:**

**DESIGNATED WORK WEEK** - 8:00 a.m. Friday to 8:00 a.m. the following Friday.

**DESIGNATED WORK DAY** - The normal daily work schedule that has been set for the reporter by the judge.